

M&P OCCUPATIONAL GUIDELINE

JOB FAMILY: ADMINISTRATION

Level E, Pay Grade 13

LEVEL DEFINITION	This level covers positions responsible for providing comprehensive strategic management of a full scope of functions across academic or administrative units.
TYPICAL RESPONSIBILITIES	May include: providing comprehensive strategic management of a full scope of functions across academic or administrative units; developing comprehensive management strategies for applications across academic or administrative units; managing large groups of staff through multiple organizational levels; ensuring that business practices continue to meet organizational needs and remain strategic; overseeing the development and implementation of long-term strategic plans for business development, financial management, human resource allocation and staffing, labour relations, health and safety, site operations, facilities, and information systems; and formulating and implementing continuing professional development programs.
DECISION MAKING /LEVEL OF ACCOUNTABILITY	Makes decisions regarding comprehensive business strategies and long-term planning.
SUPERVISION RECEIVED	Works with full latitude. Work is reviewed in terms of achievement of long-term strategic goals.
SUPERVISION EXERCISED	Manages a unit of staff directly and indirectly through multiple levels of subordinates.
MINIMUM QUALIFICATIONS	Undergraduate degree in a relevant discipline. Master's degree preferred. Minimum of eight years of related experience, or the equivalent combination of education and experience.